



### **The Position**

Under general supervision, the Social Service Aide assists Social Workers by performing specifically designated tasks related to the improvement of family functioning and child and adult services; and performs related work as required.

### **Additional Information**

A valid driver's license may be required at the time of appointment and employees may also be required to drive their own car, provide proof of car insurance, and a DMV clearance. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

As a condition of employment, the County of Del Norte will require proof of ability to work in the U.S.

Position may require pre-employment drug testing, physical and fingerprinting for a background investigation.

The existing eligible list will be replaced upon completion of this examination.

### **Del Norte County**

Del Norte County, with a population of approximately 30,000, is located on the far northwestern tip of California along the northern coastline.

Crescent City, the county seat and the largest city within the County, has a population of approximately 4,006.

Del Norte County's Redwood National Park has been designated as a World Heritage Site as well as a United Nations Biosphere Reserve Unit. The County offers many recreational opportunities including: camping, hiking and bird watching, to surfing, fishing and kayaking. The county is located in one of the few rain forests in the temperate region-- lush scenery is supported by an average annual rainfall of about 67 inches.

### **DEPARTMENTAL PROMOTIONAL**

This recruitment is only open to current probationary or permanent employees of Del Norte County Department of Health and Human Services. (Please note: Extra-help, limited-term, and/or temporary staff are not considered probationary or permanent employees.)

### **Social Service Aide**

### **Del Norte County Department of Health & Human Services Social Services Branch**

**Monthly Salary: \$2,035 - \$2,662**

### **Application Deadline:**

November 28, 2012

5:00 p.m. PST

### **Tentative Examination Dates:**

Written Exam: Saturday, December 15, 2012

Oral Exam: Week of January 7, 2013

Examinations will be held in Del Norte County

### **Location:**

The resulting list will be used to fill vacancies in  
Crescent City, California

### **Minimum Qualifications**

While the following requirements outline the minimum qualifications, the department reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job.

### **EITHER**

Equivalent to completion of two (2) years of college, including fifteen (15) semester units in social welfare, social/human service, sociology, or other social or behavioral science\*;

### **OR**

Two (2) years of full-time experience comparable to the Homemaker or Vocational Assistant classification;

### **OR**

Two (2) years of full-time experience in a public or private Social Services agency providing services to disadvantaged adults or children;

\*Examples of social or behavioral science courses include: anthropology, criminal justice, economics, education, ethnic studies, history, human development, law, nursing, nutrition, philosophy, political science, psychology, public health, religion, social welfare, sociology, welfare, women's studies.

## KNOWLEDGE AND ABILITIES

**The following may be tested in the examination:**

**Knowledge of:**

- Basic rules and regulations regarding In-Home Support Services, child abuse reporting, and Welfare and Institution Codes.
- Basic community resources useful to clients served, acceptable housekeeping and homemaking standards, including the methods, materials and equipment used in general housekeeping work.
- Basic methods and attitudes involved in the in-home care of physically ill, handicapped or disabled persons and adequate food preparation with limited kitchen equipment.

**Ability to:**

- Interview persons to obtain a variety of information applicable to the provision of social services.
- Understand and accept differences in human behavior resulting from cultural, economic or other forms of deprivation.
- Effectively instruct physically and mentally disabled adults in parenting and household skills.
- Deal with physically and sexually abused children.
- Prepare basic written reports.
- Recognize and report specific indications of need for social services.
- Maintain confidential information in accordance with legal standards and/or County regulations.
- Establish and maintain effective working relations with co-workers, outside organizations, and the public.

## EXAMINATION INFORMATION

MSS reserves the right to revise the examination plan if the circumstances under which this examination was planned change. The examination process may include one or more of the following components: application evaluation, computer skills assessment, supplemental questionnaire, written examination, job related exercise, and/or a structured oral examination. Candidates will be notified of any changes to the examination plan as posted on this job bulletin.

**The examination component consists of a:**

**WRITTEN EXAMINATION**

This examination will be weighted: 50%

Categories tested may include:

- Clerical Skills and Abilities
- Reading and Interpreting Written Information
- Written Communication
- Public and Interpersonal Relations
- Effective Working Relations

**ORAL EXAMINATION**

This examination will be weighted: 50%

Categories tested may include:

- Basic Rules, Regulations, Processes, Purpose of Services
- Communication (Oral & Written)
- Community Resources Useful to Clients
- Confidential
- Deal with Abused Children
- Education, Experience and Training
- Interpersonal Relations
- Interviewing Skills
- Job Related Knowledge and Skills
- Knowledge of Goals and Purposes of Social Service Programs
- Planning/Organizational Skills
- Prepare Basic Reports
- Recognize and Report Problems
- Take Initiative
- Understand and Accept Differences

## Del Norte County is an Equal Opportunity Employer

### **HOW TO APPLY FOR THIS EXAMINATION**

Applicants must submit a completed MSS application, including any of the additional documents/materials indicated. Additional documents/materials are included in the online application. Apply online by logging onto [www.mss.ca.gov](http://www.mss.ca.gov) and following the instructions.

It is recommended that you apply via the online application system. Applicants without Internet access may fax a paper application to (916) 648-1211 or mail to the address below. Faxed or mailed applications will ONLY be accepted on the dates/times indicated on the front of this job bulletin. Faxing or mailing your application does not guarantee that your application will be among those approved. POSTMARKS ARE NOT ACCEPTED.

Application packets may be obtained by contacting MSS, or the Social Services, Child Support, or HR Department in the county.

#### **MERIT SYSTEM SERVICES**

241 Lathrop Way, Sacramento, CA 95815

Website: [www.mss.ca.gov](http://www.mss.ca.gov)

Email: [mss@cps.ca.gov](mailto:mss@cps.ca.gov)

Phone: (916) 263-3614

**Note:** Your application and any additional material become the property of MSS. **Please make a copy for your file.**

**This job bulletin will not be available online after the application deadline. Please print a copy for your records.**

### **FOREIGN EDUCATION**

Applicants who completed their education outside of the United States must submit verification of degree and/or course equivalency by the application deadline. Organizations that provide foreign education credential evaluation services can be found at [www.naces.org](http://www.naces.org). MSS will accept verification of degree and/or course equivalency from any of the listed member agencies.

### **EXAMINATION NOTIFICATION**

MSS will send you an email informing you of your status once it has been determined. Candidates who apply via a paper application and do not supply us with an email address will receive all recruitment notification via United States Postal Service. Selected applicants will be invited to the next step of the examination process. If you have not received notice at least two (2) working days prior to the tentative test date, please contact Merit System Services at [mss@cps.ca.gov](mailto:mss@cps.ca.gov).

Some positions require that all approved candidates take and pass an oral examination to continue in the recruitment process. If this job bulletin states that there will be an oral exam for this position please note the following: Prior to being scheduled for the oral examination, you will receive an email from Merit System Services, [mss@cps.ca.gov](mailto:mss@cps.ca.gov), asking you to confirm your interest in the position and your availability to attend the exam on a specific date. If you do not reply to the e-mail sent to you by the specified deadline or you are not available on the specified exam date, you will not be scheduled for the oral exam.

### **SPECIAL TESTING ARRANGEMENTS**

Special testing arrangements may be made to accommodate applicants with disabilities or whose religious convictions prevent them from testing on a specific date. If you require such arrangements, it is your responsibility to contact MSS at [mss@cps.ca.gov](mailto:mss@cps.ca.gov) within five (5) days of the date on your letter/email notifying you that you have been invited to move forward in the exam process.

*Nothing in this recruitment bulletin constitutes an expressed or implied contract. MSS reserves the right to make necessary modifications to the examination plan and/or schedule in accordance with Local Agency Personnel Standards.*

**SOCIAL SERVICE AIDE**  
**DEL NORTE COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES**  
**APPLICATION DEADLINE: 11/28/12**

*Examples of social or behavioral science courses include: anthropology, criminal justice, economics, education, ethnic studies, history, human development, law, nursing, nutrition, philosophy, political science, psychology, public health, religion, social welfare, sociology, welfare, women's studies.*

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**IF YOU WISH TO HAVE YOUR APPLICATION EVALUATED BASED ON YOUR EDUCATION, YOU MUST COMPLETE AND RETURN THIS FORM TO MERIT SYSTEM SERVICES BY THE APPLICATION DEADLINE. ONLY ENTER THE COURSEWORK REQUIRED TO MEET THE MINIMUM QUALIFICATIONS AS STATED ABOVE. (College transcripts MAY NOT be substituted for this form.) IF YOU APPLY ONLINE YOU DO NOT NEED TO COMPLETE THIS FORM. IT WILL BE PART OF THE ONLINE APPLICATION.**

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